Instruction Sheet for Critical Needs Housing Application (FY 2009)

IMPORTANT NOTE:

The Allocation Committee for these funds will be reviewing outcome reports for your agency. If your reports are inaccurate, they may reflect poorly on your agency's ability to qualify for funding. It is imperative that you review these reports prior to the application deadline to insure that your data is accurate. There are instructions at the end of this document on the type of reports and how you can generate them for your review.

Match Requirement

Critical Needs Housing Grants are required to be matched at a ratio of 1:4, meaning for every four dollars of funding you request, there must be a match of one dollar of cash or in kind donation.

General Information

Title – Enter "CNH – (your agency name)"
Type – Enter "Initial"
Counties – Check all that apply
Project Manager – Select the registered user filling out the application

Budget Worksheet

Very similarly to years past, you are asked to provide some basic statistical information for the committee. For all items, you will list the actual information from the last three complete fiscal years along with your 2007-2008 projections and your request for new funds for FY 2009. If you are applying for multiple Program Services, you will need to complete a Budget Worksheet for each one.

1. Program Service – Select from the drop down menu the category that applies. See Definitions of Services.
2. Other – If you selected "Other" for Program Service, you must define an approved category. For approval, contact Jonathan Hardy at (801) 538-8650.
3. Input the number of Service Units provided. Service Units are clearly defined in the Definitions of Services.
4. Input the total number of Unduplicated Individuals served by the program service.
5. Input your agency's total budget. (Includes all programs)
6. Input the total budget for the program service (i.e. temporary shelter). Include the dollar value of any in-kind donations. See Item 7 instructions on how to calculate this value.
7. Of Item 6, enter the value of in-kind contributions. This is calculated by totaling general volunteer hours multiplied by the minimum wage, professional services at the prevalent rate, and the market value of tangible property donations.
8. Input the award or request (depending on the year) of CNH.
9. Input the amount of administration costs being charged in Item 8. (For example, an agency uses $500 for administration costs out of a $10,000 award. That agency would input $500 in this item.)

Scope of Work

1. Tell the Allocation Committee whom you will be serving including the subpopulations such as the chronically homeless, mentally ill, disabled, etc.
2. This question should contain the manner in which you will spend the money if awarded. For example, "Funds will be used for case manager salaries" or "Funds will be used to pay for utilities and insurance costs". This section will merge into your contract if you are an award recipient.
3. This section should be short and concise to the outputs and outcomes of your program service and should specify a quantifiable number related to those factors. It should read like this:
   <u>Output</u>
   Provide 14 Home Repairs

Outcome
14 Households will maintain in their housing

4. List the agencies you collaborate with as follows (this is an example):
    a. Funding Partners
        i. XYZ Foundation
        ii. DWS
        iii. HUD
    b. Service Partners (Referral Partner)
        i. Mental Health Agency
        ii. Community Action Program
5. Describe how your local community participate in your programs. (volunteer efforts, in kind donations, etc.)

IMPORTANT NOTE:
All Applicants must submit one printed application along with the following information:

- Latest Audited Financial Statement
- List of Current Board of Directors

APPLICATION SUBMISSION:
Your application must be competed electronically on the WebGrants system. Upon completion in this system, you must **s**ubmit (1) **hard copy** of your application to:

Jonathan Hardy, Director
State Community Services Office
324 South State Street, Suite 500
Salt Lake City, UT 84111
Telephone: (801) 538-8650 Fax: (801) 538-8888
Toll Free: 1-877-4UT-DCED

Applications are due no later than March 21, 2008 by 5:00 p.m.

For additional questions or information, please attend the SCSO Application Workshop. Details as follows:

Tuesday, February 12, 2008 **9:00 – 2:00**	**Location**
For an accurate lunch count, please RSVP to Sheryl Featherstone at (801) 538-8722, toll free at 1-877-4UT-DCED, ext 722 or email sfeatherstone@utah.gov	**State Library** 250 North 1950 West #227 Salt Lake City, UT 84116

HMIS Agencies

Starting in January 2008 the State Of Utah has asked UHMIS to send them a monthly status report. This is for the purpose of determining grant eligibility by ensuring compliance with the State. All HMIS agencies will need to have their 2007 data corrected by March 14, 2008 for the grant application. The status report will aggregate data from the applications done on HMIS. You can view the status report in HMIS. Please see the attachment on how to get to the reports section in HMIS.

To find out what data is missing in the status report there are several reports that you should run:

1. All-Clients Missing an Application: this report shows you if there is a client in your agency that is missing an application. You will need to go through and do an application for the client if necessary. While you are doing this, you will need to place the client in any services the client received at your agency. If necessary you will need to exit the client if they are no longer receiving any services from your agency.

2. All- Clients with Applications, Missing Required Program Data: This report tells you of those who have an application who is missing data in the application. Each agency will need to go into the clients' application and fix the data.

3. All- Clients Application Status: This report shows you the application status; if the client is active or inactive, time in program. Each agency will verify that the client is in the right program and that the exit and application date is correct. That the client should be active or inactive for that date range.

All reports will run off a date range. You will need to input the date range which will be January 1, 2007 to December 31, 2007

To locate these reports on HMIS please see attachment, it has step by step instructions on how to find the report section in HMIS.

The data that needs to be input to run these reports are as follows:

1. All-Clients Missing An Application: You will just need to input the start date as January 1, 2007 and end date as December 31, 2007.

2. All- Clients with Applications, Missing Required Program Data: You will need to input the start date as January 1, 2007 and end date as December 31, 2007.

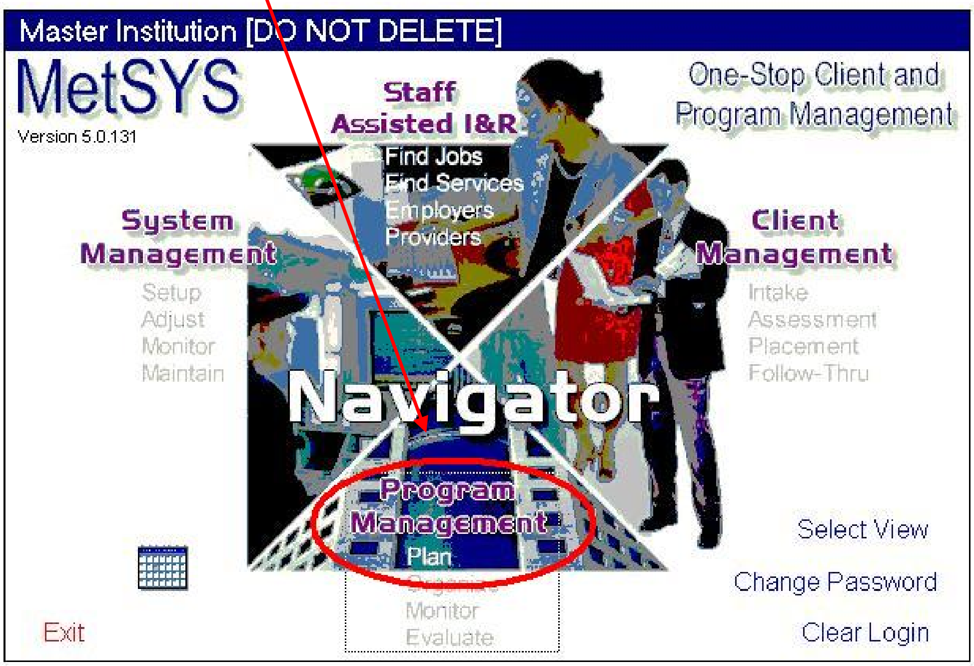
3. All- Clients Application Status: For this report the data that need to be entered is as followed: For Date to be Used, it should be application creation date. Start Date: January 1, 2007. End date: December 31, 2007. Application Type: All applications. Sort: you can do it either by client name or program entry it is up to you. Number of days in Program leave at 0.00.

If you have any questions or problems printing these reports please call David Musick at 801-520-8110, if you have problems getting to the HMIS report section please call Rachelle Brown 801-520-8112.

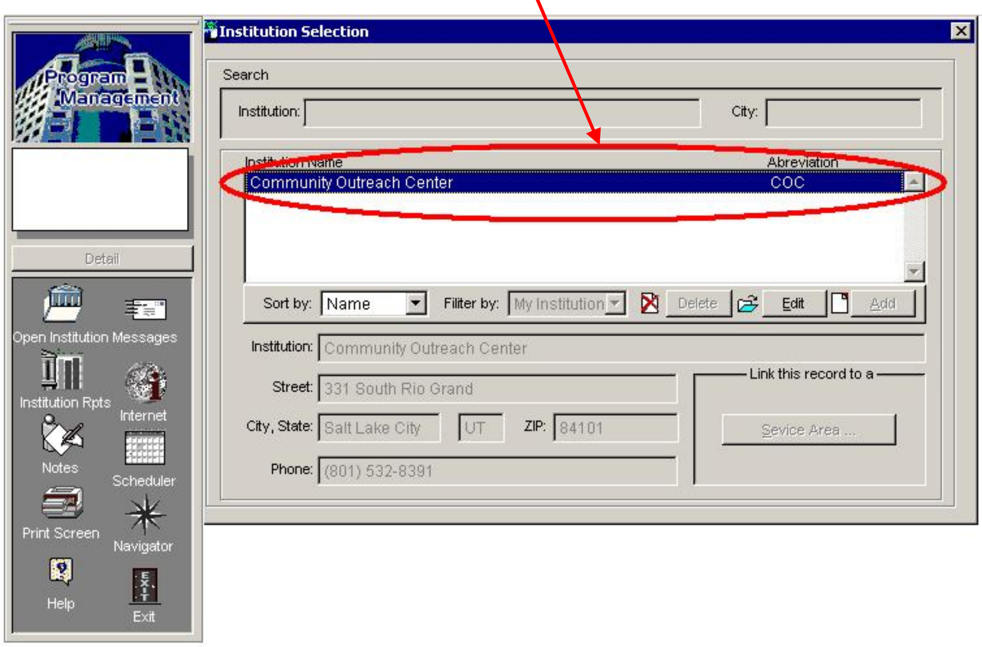
HMIS Reports

Repeat this process to run any agency reports. If your agency requires custom reports please contact David Musick at david@uhmis.org or call (801) 520-8110.

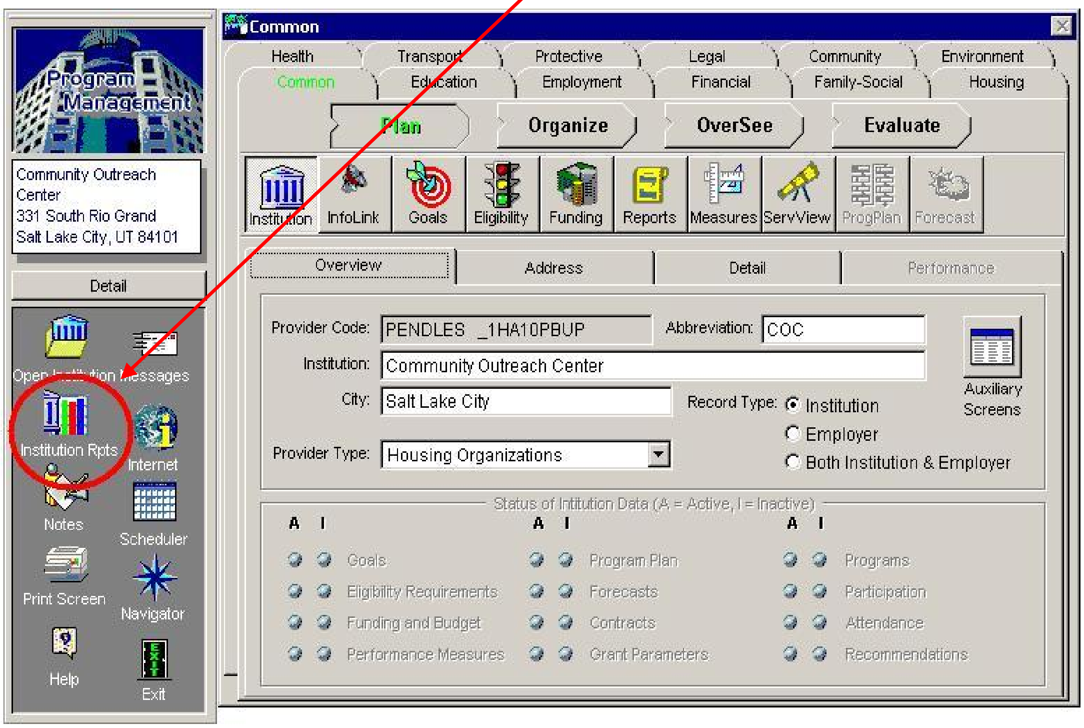
1) Click **Program Management**



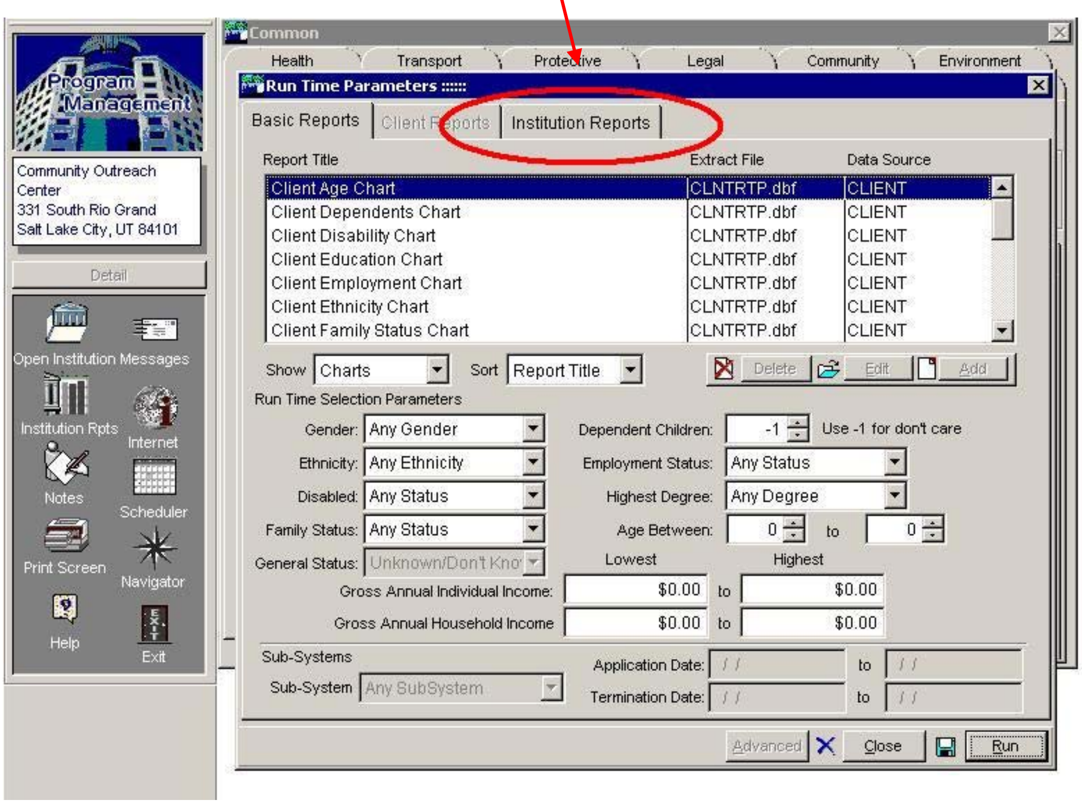
2) Double Click on **Agency Name**



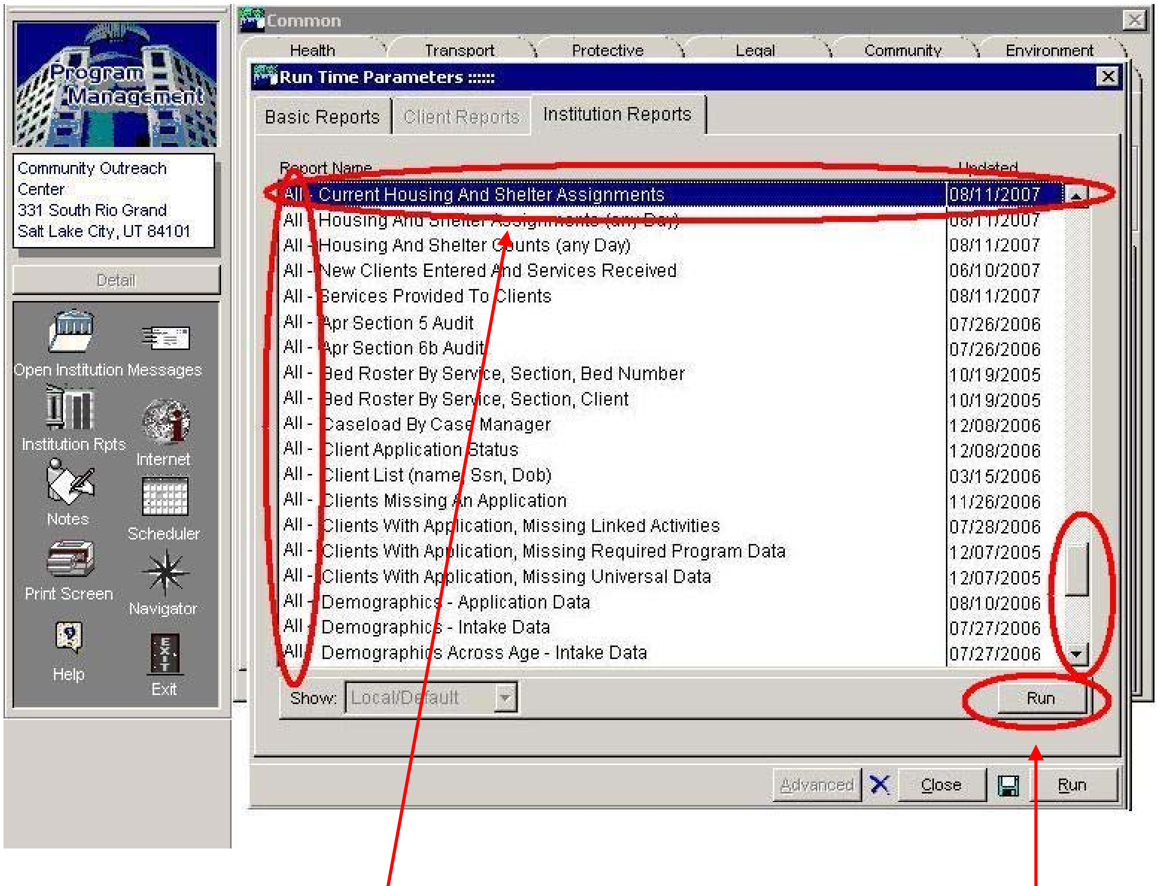
3) Click on **Institution Reports** icon



4) Click on **Institution Report** Tab



5) Find reports beginning with **All –** and use **scroll bar** to find desired report.

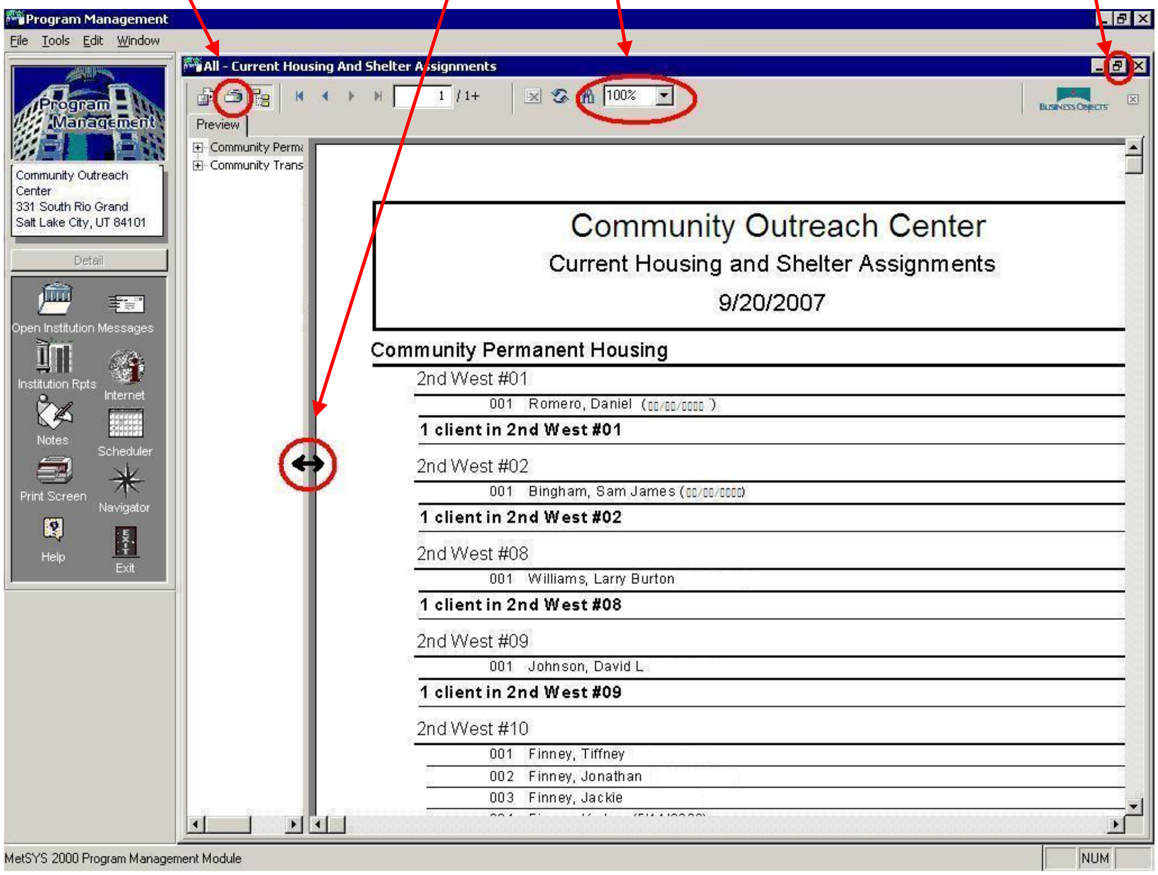


Once report is found **double click** on the report title or click on the **Run** button.

What Reports are available?
General reports for any agency begin with **All**. These types of reports include reports that:

- Double check client data in applications;
- Check for errors with an Annual Progress Report (APR)
- Give Self Sufficiency Matrix information;
- Show agency demographics;
- List shelter & housing information, etc.

6) To see the report more fully change **zoom** percentage, click the **Maximize** button, **print** out the report or **drag** the window larger.



I can't print! What can I do?

If HMIS is not recognizing your printers when you click the print button, you will need to download printer recognition software. There are two ways to do this:

a. Sign onto HMIS through Internet Explorer browser and when a yellow bar appears at the top of the screen, right click and download the Active X selection. Keep clicking through the choices to fully download everything until no more windows appear. If the yellow bar doesn't appear then go to b.
b. Open the www.uhmis.org website and select the User Support area and down the page in the **Downloads** area click on **Printer Software** link. After downloading software **Run** and the software will be uploaded onto your computer.

If you continue to have problems please call David Musick (801) 520-8110.